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## Office Memorandum • UNITED STATES GOVERNMENT

EYES ONLY

TO : The Inspector General

DATE: 10 August 1953

FROM : Assistant Director for Research and Reports

SUBJECT: Personnel Office: Answers to Queries

1. Working relationships with the Personnel Office have been, on the main, highly satisfactory. Therefore, the following items are submitted as areas where improvement can be made rather than points of criticism:

a. In the interests of program planning and public relations, ORR needs to be informed at all times of any hold-up in the processing of new personnel prior to the submittal of papers to the Security Office. Experience in the past, especially in the area of clerical recruitment, indicates that flow of these details to ORR could be improved.

b. In several instances in the past, personnel have been sent to ORR with slips indicating full clearance. In accordance with our regular procedure these persons were briefed on the functions of the Office, and on the duties they would be expected to assume. Anywhere from 3 to 4 hours later, a call was received from the Personnel Office informing us that full clearance had not been granted. In all of these instances the minor security matter causing the "hold" action was cleared at a later time. However, should they not have been cleared up, an individual would have been briefed on matters classified through Secret. It is felt that it is a direct responsibility of Security and Personnel to assure full clearance before asking the person to report to the operating office.

c. Often an individual reports for duty in ORR with full clearance, later to be withdrawn because of a medical hold. While it is understood that time is consumed in interpreting certain medical tests, it is felt that every effort should be made to prevent an individual having to report back to an uncleared pool after having worked with this Office anywhere from a day to a week.

d. A matter of particular concern is the slowness of the Personnel Office to effect a transfer action within the Agency. Persons have been carried on ORR table of organization for several months before a transfer, and release of the ORR slot for recruitment purposes, has been effected by the Personnel Office. This practice distorts budget figures. In almost every case, direct contact with the recipient office by the ORR Administrative Office is required and the channel through Personnel is rendered ineffective. It is felt that minimum delay in paper recording procedure should be expected.

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In the past the Personnel Office has been most cooperative in making an effort to comply with requests for mass information on ORR personnel which is based upon the employee's qualifications questionnaire. However, to date the Personnel Office has not been able to present a useful machine-run on qualifications of present ORR personnel.

e. It is urged that every effort be made to continue the program begun two years ago so that the hand processing of employee qualifications information at the Office level can be reduced in favor of uniform machine methods and more dependence placed on the Personnel Office for this information.

f. It is felt that the Personnel Office has a direct responsibility to assist ORR supervisors in the preparation of necessary correspondence to meet Agency Regulations in matters where the separation or demotion of personnel is desired. In the past the Personnel Placement Office, while very cooperative, has not given the kind of assistance needed to our line supervisors. With the increasing emphasis on career programs and improvement of staffing quality, the Personnel Office should provide positive assistance both to the individual being separated, demoted, or placed elsewhere in the Agency, and to the supervisor seeking advice on the manner of separation under Agency Regulation.

g. More stress should be placed on the importance of uniformity of standards used by recruiters in suggesting grades to prospective applicants.

2. The following individuals in the Administrative Staff of the Office spend full-time on personnel matters:

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[REDACTED]      Personnel Officer - GS-11  
[REDACTED]      dministrative Assistant - GS-8  
[REDACTED]      sonnel Clerk - GS-6

This small personnel unit works directly with the Placement Officer from the Personnel Office, and levies on the Personnel Office requirements based on a necessary direct contact with and knowledge of ORR program objectives and consequent needs of divisional components.

Divisional administrative assistants are responsible to their division chiefs for maintaining time and attendance records and for preparing necessary forms to effect personnel actions, in addition to the many other administrative duties required of them in serving their respective components.

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